CENTENARY COLLEGE
OF LOUISIANA

Constitution

AND

By-Laws

CO-OPERATIVE STUDENT
GOVERNMENT ASSOCIATION
OF
RESIDENCE HALLS FOR WOMEN

1962 – 1963

These are essentials for your dormitory room:

3 pair single sheets
(contour if you like)
3 pillow cases
1 pillow
1 light weight blanket
6 bath towels
4 hand towels
1 laundry bag
1 bath mat
iron
waste basket
bedspread
(usually purchased after arrival)

Optional:

throw rug
clock
radio
phonograph
typewriter
desk lamp
heating pad
curtains (if in Hardin or Sexton,
usually purchased after arrival)
medication (if used regularly)

BECAUSE OF OUR CROWDED PARKING FACILITIES AND ACADEMIC DEMANDS, THE STUDENT SENATE HAS RULED THAT OUR FRESHMAN RESIDENT STUDENTS MAY NOT BRING A CAR TO THE CAMPUS.

Dormitory Schedule — 1962 - 1963

Dormitories Open for Fall Semester	Saturday	September 15	12:00 Noon
Dormitories Close for Thanksgiving	Wednesday	November 21	10:00 P.M.
Dormitories Open Following Thanksgiving	Sunday	November 25	12:00 Noon
Dormitories Close for Christmas Recess	Wednesday	December 19	4:00 P.M.
Dormitories Open Following Christmas Recess	Wednesday	January 2	12:00 Noon
Dormitories Close for Fall Semester	Sunday	January 26	10:00 A.M.
Dormitories Open for Spring Semester	Sunday	February 3	12:00 Noon
Dormitories Close for Easter Recess	Thursday	April 11	10:00 A.M.
Dormitories Open Following Easter Recess	Sunday	April 14	12:00 Noon
Dormitories Close for Spring Semester	Monday	June 3	10:00 A.M.

Officers and Council Members for 1962 - 1963

	HARDIN	JAMES	SEXTON
President	Kathy McAllister	La Verne Burks	Judy Kleinhans
Vice-President	JoAnn Garma	Jean Netterville	Rosemary Casey
Secretary	Janet Cox	Diann King	Angel Vernon
Treasurer	Susan Trimble	Suzann Welty	Sally Keller
Publicity Chairman	Ann Morcom		Louise Long
Senior Representative	Gail Granger	Jule Ann Young	Suzanne Newkirk
Junior Representative	Dianna Ammons	Nancy Minter	Nancy Lecky
Sophomore Representative	Rebecca Purcell	Doogie Pringos	Rebecca Gould
Freshman	.....	.....	.....

.....To be elected

Agreement Between The Faculty and The Cooperative Student Government Association of Residence Halls for Women

ARTICLE I

We believe that co-operative student government will develop a sense of Truth, Honor, Consideration for Others, Personal Responsibility, and Reliability. These are the bases of strong Christian character. They are the ideals of Centenary College. Students are expected at all times to adhere to standards of public and private behavior which will avoid unfavorable reflection on the College or disturbance to the student body or community. To further these ideals the Faculty agrees to give to the Co-operative Student Government Association of Residence Halls the authorty to control all matters concerning the conduct of resident women students except the following:

A. Strictly academic matters.

B. Social events and entertainments.

C. Household management of the building.

D. Health and safety to students.

E. Use of property, equipment and grounds.

ARTICLE II

The Discipline Committee reserves the power to suspend or expel students or to act in cases of serious violation of College regulations or standards of con-

duct. The Co-operative Student Government Council shall refer serious cases of discipline to the Dean of Women, who will present them to the Discipline Committee.

ARTICLE III

The Co-operative Student Government Association accepts the responsibility of enforcing such college regulations as pertain particularly to women in residence halls.

ARTICLE IV

All legislation or amendments to the Constitution enacted by the Co-operative Student Government Association of Residence Halls shall be communicated in writing to the Dean of Women. They shall not go into effect until she has reported to the Association that they are approved by the Administration.

Constitution and By-Laws of the Women's Co-operative Student Government Association

ARTICLE I

The name of this association shall be the Co-operative Student Government Association of Residence Halls for Women.

ARTICLE II

The purpose of the association will be to promote good conduct and to further the interests of its members, to transact business pertaining to its members, and to enact and enforce the laws for its government so far as lies within its powers. It will endeavor to uphold the traditions and ideals of Centenary College.

ARTICLE III

All girls residing in residence halls are members of the Co-operative Student Government Association. The responsibility for good government rests upon each girl in the dormitories.

ARTICLE IV

Legislative Department

Section A

The legislative powers of the Association shall be exercised by the whole Association, two-thirds of whose members shall constitute a quorum.

Section B

New rules or amendments to the Constitution may be proposed by the Executive Council, or proposed in writing and signed by at least ten members. Notice of the proposed amendments must be given at least one week before action is taken.

Section C

The Constitution may be amended by two-thirds vote of the members of the Association and with the consent of the Dean of Women.

ARTICLE V

Section A

The officers shall be a president, who shall be a senior or a junior and who shall not be eligible for re-election the following year; a vice-president, who shall be a member of the senior or the junior class; a secretary; a treasurer; and a publicity chairman, who shall hold at least sophomore standing.

Section B

The executive functions of the Association shall be vested in an Executive Council which shall consist of five officers, publicity chairman, and one representative from each of the four college classes. The Housemother shall meet with the Council. The Dean of Women shall be ex-officio member of the Council.

Section C

The officers and representatives shall hold office for one college year. They shall be elected at the

last regular meeting of the spring semester and shall enter upon their duties immediately at the beginning of the fall semester. The Freshman Representatives shall be elected at the first House Meeting of the second semester.

Section D

1. The duties of the President shall be to call together and to preside over all meetings of the Association and the Executive Council, and to perform all duties which usually fall to the President of an organization.
   a. In the absence of the Housemother, the President shall be in charge of the residence halls.
   ~~b. The President shall reside on the first floor of the residence halls.~~

2. The duties of the Vice-President shall be:
   a. To assume the duties of the President in her absence.
   b. To post the lists of Freshmen whose duty it is to answer the telephone from 8:30 to 10:30 p.m. and to supervise the duties of the Freshmen.
   c. To post the list of proctors, whose duties are posted in the halls, and to supervise the work of the proctors. (All upperclassmen are proctors.)
   d. To supervise the big sister program.

3. The duties of the Secretary shall be:
   a. To keep the minutes of all the meetings of the Association and of the Council.
   b. To record and distribute warnings and demerits.
   c. To handle all correspondence.

4. The duties of the Treasurer shall be:
   a. To collect all fees assessed by the Council.
   b. To keep a record of all money paid in and out and make a report when requested.
5. The duties of the Publicity Chairman shall be:
   a. To handle all publicity for the Association and the Executive Council.
   b. To post all notices and to keep the bulletin board in order.
6. The Senior Representative shall act as an elder sister to the freshmen, in so far as she is able, and shall assist the Vice-President in counseling and guiding. The Freshman Representative shall assist after her election to the Council.

ARTICLE VI

Meetings of the Association

Section A

1. A meeting of the Association shall be called by the President once each month. She may also call a special meeting at any time.
2. All members are REQUIRED to attend the meetings of the Association unless they are excused by the Housemother. No member is permitted to leave before the meeting adjourns unless permission is obtained from the Housemother.

Section B

Executive Council

1. A meeting of the Executive Council shall be held once each week. Special meetings may be called by the President.
2. All members must attend unless excused by the Housemother or the President.

BY-LAWS

ARTICLE I

All questions of parliamentary usage shall be decided by Robert's "Rules of Order."

ARTICLE II

The Constitution and By-Laws are to be read aloud to the members of the Association within the first fortnight of each semester. By a majority vote of the Dormitory Council this procedure may be altered. (Suggested method: discussion groups.)

ARTICLE III

The immediate responsibility for the conduct of resident students rests with the Council. The authority of each member of the Council to enforce all rules set forth in the Constitution and By-Laws MUST be respected by all girls living in residence halls.

Upperclasswomen are proctors. Their duties shall be to supervise phone duty at 8:30 p.m., to be responsible for phone duty between 10:30 and 11:00 p.m., and to see that each student in her dormitory area is in the dormitory at 11:00 p.m. When receiving emergency calls, the proctor shall secure the name of the caller and the nature of the emergency. She shall linger long enough to determine whether the emergency requires assistance.

HOUSE RULES

I—VISITING

Section A

Week-End Visits

1. A general permission form to visit out of town or in Shreveport must be signed by each student and her parents and filed with the Dean of Women. A questionnaire regarding such permission is sent to each parent or guardian. Failure to return the form will make it necessary for a student to obtain written permission from home for every out-of-town trip which she takes and for every over-night visit in Shreveport that she makes until the form is filed with the Dean of Women.

2. Special visiting permission not covered in the general form may be secured by written request from parent and sent directly to the Dean of Women before permission can be granted. This special permission must be in the office of the Dean of Women by 4:00 p.m. on the date requested.

3. Week-end officially begins after the completion of the student's last class of the week and ends with the closing hours on Sunday night.

4. The Resident Housemother must be notified each time a girl will be away from the dormitory overnight, and an overnight card must be signed by her before 6:00 p.m. of the day a girl leaves.

5. In accordance with the statement in the general permission blank returned by parents, permission

to make week-end visits in the city with relatives and friends shall be granted as follows:

a. Freshmen — one week-end each month.
b. Sophomores — two week-ends each month.
c. Juniors — three week-ends each month.
d. Seniors — four week-ends each month.

6. Girls with general permission from parents may take as many week-ends out of the city as desired.

Section B

Overnight Visits in Shreveport on Week Nights

Once a month girls may spend the night in town away from the dormitory on week nights (M, T, W, Th) with written permission from parents and from the Dean of Women. This permission must be obtained by 4:00 p.m. on the date requested. When such permission is granted, the student must attend classes the following day.

Section C

Overnight Visits in the Dormitory

1. Girls may have guests in the dormitory only on Friday and Saturday nights with the permission of the Housemother.
2. Guests in the dormitory are under the same regulations as those governing dormitory students and the dormitory student will be penalized for any infringement of regulations.
3. Each girl having an over-night guest must fill out a guest card and have it signed by the Housemother before 6:00 p.m.
4. Week end visits between dormitories will not be considered "week end visits" in the city. Each girl will assume responsibility for keeping the proper hours and will receive her own penalties. The guest card is to be initiated in the

dormitory in which the student visits, and that Housemother is responsible for immediately phoning the Housemother in whose dormitory the girl resides. The big sign-out card must be properly completed also, showing where the girl will visit and whose guest she will be.

5. Guest rooms may be reserved ONLY for parents of girls residing in the dormitory and for official guests of the college. The guest room may be reserved for two nights only, and the charge shall be $4.00 per night for one person and $6.00 per night for two persons. Guest acccommodiations are not intended for children. Requests for reservations are made directly to the Housemother, but must be cleared through the Office of the Dean of Women by the Housemother to whom they are made.

Section D

Week-Day Visits

All girls must notify the Housemother before leaving the city for week-day visits.

Section E

1. Men with dates may visit in the dormitory Monday through Thursday 11:00 a.m. to 10:30 p.m.; Friday and Saturday 11:00 a.m. to 12:00 midnight; Sundays 9:00 a.m. to 10:30 p.m. Girls who have dates in the dormitory after 8:30 p.m. on week nights will consider this as a night out.
2. Students in the infirmary may have non-resident visitors ONLY with permission of the Housemother.

II—QUIET HOURS

A. The following quiet hours shall be observed:

1. From 2:00 to 5:00 p.m. Sunday through Thursday.
2. From 8:30 p.m. to 7:15 a.m. Sunday through Thursday.

B. Lights need not be out at any specific time. However, we recommend that lights be out by midnight. Strict silence must be observed during quiet hours listed above.

C. The piano, may not be played during afternoon and evening quiet hours.

D. Radios and phonographs may be played at any time, but must not disturb the quiet hours.

E. Quiet hours must be observed on the patios.

III—REGISTRATION

A. Students leaving the campus at any time during the day or night must make a proper registry before departure. On their return, they shall complete registration by stating the time of return.

B. Proper registry must also be made when leaving the dormitory after 6:30 p.m. This includes on-campus activities.

C. During the day if a girl fails to register or wishes to change her registration, she must telephone the dormitory and have either a dormitory resident or the Housemother make the proper registry.

At night the girl must telephone the Housemother when a change of registration must be made; however, notification does not excuse her from returning at the proper hour. The penalties for tardiness are listed under G. on page 16. If a student fails to return to the domitory by closing hour and she has not notified the Housemother, her parents will be called within the hour.

IV—USE OF THE TELEPHONE

A. No telephone calls may be placed or received after 11:00 p.m. or before 7:15 a.m., except that telephones may be used until 12:00 Midnight Friday and Saturday.

B. Emergency calls may be PLACED after 11:00 p.m. or before 7:15 a.m. only with the permission of the Housemother. Emergency or long-distance calls may be RECEIVED after 11:00 p.m. with the permission of a Council member. Only Council members or proctors may answer the phone after 11:00 p.m.

C. All long-distance calls MUST be made over the pay telephone in the lobby. Failure to comply with this regulation will result in a strict room campus.

D. Freshmen are required to keep the telephone from 8:30 p.m. to 10:30 p.m. Monday through Thursday. Freshmen do not keep phone duty the night before a holiday and during holidays. The proctor is responsible between 10:30 p.m. and 11:00 p.m. When only three girls are in a wing in James and five in Hardin or Sexton, the freshman does not have to keep the phone if she has the permission of the three or five.

E. Between 8:30 p.m. and 11:00 p.m. phone calls shall be limited to 5 minutes.

F. The telephone should be answered at all times without frivolity. Conversations should be free from vulgarity and profanity.

V—CLOSING HOURS

Section A

1. RESIDENCE HALL HOURS

Students are to return to the residence halls before the hours indicated below:

Freshmen

First Semester	Mon. - Thurs.	8:30 p.m.
	Friday	12:00 midnight
	Saturday	12:00 midnight
	Sunday	10:30 p.m.

Freshmen

Second Semester	Mon. - Thurs.	8:30 p.m.*
	Friday	12:00 midnight
	Saturday	12:00 midnight
	Sunday	10:30 p.m.

*Second semester Freshmen with a "B" average may have one night out a week until 10.30 p.m.

Sophomores	Monday - Thursday	8:30 p.m.*
	Friday	12:00 midnight
	Saturday	12:00 midnight
	Sunday	10:30 p.m.

*Sophomores may have two (2) nights out a week until 10:30 p.m. in addition to Friday, Saturday and Sunday nights.

Juniors	Monday - Thursday	8:30 p.m.*
	Friday	12:00 midnight
	Saturday	12:00 midnight
	Sunday	10:30 p.m.

*Juniors may have three (3) nights out a week until 10:30 p.m. in addition to Friday, Saturday, and Sunday nights.

Seniors	Monday - Thursday	11:00 p.m.
	Friday	12:00 midnight
	Saturday	12:00 midnight
	Sunday	10:30 p.m.

2. Students attending FORMAL college dances off the campus must return to the dormitory at 1:00 a.m. Students attending FORMAL dances on the campus must return to the dormitory at 12:30.

3. Students attending INFORMAL dances on campus must return to the dormitory within thirty (30) minutes after dances are over.

4. A student must return to the dormitory at 10:30 p.m. if signed out for Centenary basketbell home games.

5. Girls must return to the dormitory immediately following out of town games. Girls are expected to return within a 30 minute variation. Thereafter they will be considered late.

6. A student must return to the dormitory within thirty (30) minutes after concerts and symphonies held off camups.

7. On nights of any campus organization meeting a girl may stay until the meeting is over but must return to the dormitory immediately at its conclusion, unless she takes a night out.

8. On nights when a girl has a night class, she must return to the dormitory immediately upon dismissal of class unless she takes a night out.

9. Functions not covered as concerts, symphonies, classes, meetings, or ball games as listed above will require special permission.

10. No one but the Housemother or someone appointed by her may admit girls after closing hours.

11. When returning from holidays and week-ends, girls must arrive by 10:30 p.m. or after 6:00 a.m., unless they come on a late train, plane or

bus which arrives before 12:00 Midnight. They must return in time for their first class. Late arrival on Sunday does not apply to week-end trips during the semester. Arrival on Monday morning will be accepted only with written permission from parents given ahead of time and approved by the Office of the Dean of Women.

12. Closing hours on the night before holidays will be 11:00 p.m. Closing hours for the night of the holiday will be 10:30 p.m. unless the hours for a social function are in order.

VI—PENALTIES

A. Failure to comply with the rules set forth in this booklet will necessitate action by the Dormitory Council.

B. Each resident of the dormitory will share the responsibility of enforcing the rules of the residence halls, and has the privilege of issuing warnings and demerits. These must be reported to a Council member before the regular Council meeting. Verbal courtesy warnings should be issued before actual warning are given.

C. Length of restriction or loss of privilege shall depend upon the seriousness of the offense and shall be decided by the Dormitory Council. No exceptions to penalities will be granted except by special permission of the Dean of Women.

D. Each resident of the dormitories shall have the privilege of coming before this Council to clarify any infringement calling for action by the Dormitory Council.

E. Warnings and demerits received during examination week of the first semester will be carried over to the second semester, but other warnings and demerits incurred during the first semester

will be cancelled with the completion of that semester.

F. An appeal from the decision of the Council may be made to the Dean of Women.

G. Warnings will be given for the following:

1. One warning shall be given for coming in from 1 - 5 minutes late; two additional warnings shall be given for coming in from 5 - 10 minutes late; one warning shall be given for every late minute thereafter.
2. Making noise during quiet hours in rooms and halls.
3. Excessive disturbance at any time including week ends.
4. Failure to sign in and improper registry.
5. Failure to return dishes from the college cafeteria within 24 hours. (This means *one* warning for each twenty-four hour period.)
6. Failure to return cleaning equipment to hall closets.
7. Being late to dormitory meetings or council meetings. The meeting is considered in session at the beginning of roll call. Students arriving after the first name is called are considered late.
8. Entertaining town girls in the dormitory during evening study hours except by permission from the Housemother.
9. Sweeping into the halls at any time.
10. Leaving soft drink bottles in the rooms or halls. Bottles must be returned to the cases at the machine or in the hall closets.
11. Reclining any place on the campus or in the dormitory social rooms.
12. Any visits out of the city during the day without permission of the Housemother.

13. Failure to comply with the room check rules.
14. Excessive display of public affection. Persistence in this volation will be referred to the Dean of Women.

H. Demerits will be given for the following:

1. Beds unmade.
2. Failure to sign out when leaving the campus.
3. Persistent disturbances at any time. This includes week ends.
4. Failure to proctor or see that it is done.
5. Taking soft drinks and food into date rooms and living room. (Girls will be responsible for their dates.)
6. Cursing or using profane language in the dormitory.
7. Being absent from dormitory meetings.
8. Failure of Freshmen to keep the phone or be responsible for seeing that it is kept will result in:
   a. Demerit for the first 15 minutes.
   b. Two demerits for thirty (30) minutes.
   c. Campus for any time after thirty (30) minutes.
9. Use of drying racks in the suites, including bathrooms.
10. Use of facilities in the laundry room after 12:00 midnight.
11. Wearing blue jeans, hair rolled up, Bermuda shorts, slacks, pedal pushers, etc., to noon meals at cafeteria on any day except Saturday or school holidays.
12. Having blinds open after dark or during the day if occupants are not properly dressed.

I. Restriction of privileges.

1. Accumulation of twelve (12) warnings or four (4) demerits shall constitute the following forfeiture of privileges from 10:30 p.m. Wednesday through Sunday 10:30 p.m. of the assigned week.

   a. Girls are to be in the dormitory by 6:30 p.m. each night. Permission for Thursday night library is given only by the housemother.

   b. Girls are to remain within the residence portion of the dormitory after 6:30 p.m. Living room privileges are allowed until 6:30 p.m.

   c. Girls will forfeit dates. A date is any extended association with a boy for social purposes including meals in the cafeteria, and afternoon visits in the dormitory or elsewere on the campus.

   d. Girls must remain on campus at all times except that girls may attend Sunday morning church. With special permission from the Housemother, they may attend on Sunday night.

2. Infringement of the rules shall be referred to the Dormitory Council. Penalties may carry any combination of the following:

   a. Forfeiture of dates.

   b. Forfeiture of nights out during the week.

   c. Loss of privilege of going home week ends.

   d. Restriction of use of the telephone.

   e. Dormitory restriction: Return to the residence halls immediately after classes and meals.

f. Room restriction: Return to dormitory room immediately after classes and meals.
g. Loss of privilege of leaving campus.

3. Signing out to an incorrect destination shall be referred to the Office of the Dean of Women. Allowances will be made for routine events during which destinations change frequently over a short period of time. The usual penalty for this violation shall be a 7-day strict room campus unless circumstances indicate a viola- of a more serious nature.

4. The duration and extend of the penalty shall be determined by the Dormitory Council. Repeated infringement of the rules shall call for increased punishment.

5. The nature of the punishment determined by the Dormitory Council shall be recorded in the minutes of the Dormitory Council and shall be presented to the student involved by the Dormitory Council.

VII—MISCELLANEOUS

A. There will be a room check Monday through Friday by the Housemother. All rooms must be in order by 10:00 a.m.

B. Girls must be responsible for equipment they spoil or break in residence halls.

C. Girls must use only the front door of the dormitory after 8:30 p.m. Door alarm rings after this time.

D. All callers arriving before 11:00 a.m. on week days and 9:00 a.m. on Sundays are requested to wait in the foyer.

E. Girls using the kitchen must leave it in order.

F. Girls having completed within two semester hours of the standard requirements may have the privileges of the next classification.

G. Radios and phonographs are to be used only in the suites, date rooms, library, or patios. The living room is restricted to TV and piano. The piano is not to be used for practice.

H. Girls requiring the services of the nurse should notify the Housemother by 9:00 a.m.

I. If suites are in need of repairs, the Housemother should be notified by 9:00 a.m.

J. No men are allowed in the residence section of the dormitory or kitchen without permission of the Housemother. This includes fathers and brothers. Any infringement of this regulation means campus restriction for the girls and dormitory off-limits for boys.

K. Doors to the date rooms and the libraries must be kept open at all times.

L. Sunbathing must be confined to the patios and must not begin until 12:30 p.m. on Sunday. Boys are restricted from the dormitory patios except with the permission of the Housemother. Girls must sunbathe in one piece swim suit or shorts and blouse. Swim suits must be zipped.

M. Chairs are not to be removed from the patios.

N. No reclining is allowed on the patios except during sunbathing hours.

O. No pets are allowed in the dormitory.

P. Please turn off lights, radio, and phonograph when you leave your room.

Q. Emergency phone numbers for those wishing to reach the Housemothers: Hardin, UN 5-4773; James, UN 1-2760; Sexton, 865-1723.

I have read every word of this booklet, and I know that I am to be held personally responsible for all information contained herein. I am keeping this handbook for reference during the year.

Date_____

Signed_____

All freshmen and transfer students are to bring this signed statement to the first meeting called in September for the purpose of discussing regulations.

INSTALLATION PLEDGES

Prepared by Martha Laird, '47

President's Oath

I do solemnly promise to perform the duties of President of the Dormitory Council to the best of my ability, and in accepting this office I realize and accept all of its responsibilities. I will keep in strictest confidence all matters brought before the Council. I will abide by the Constitution and By-Laws. I will not take advantage of my position to gain special privileges and at all times I will keep my conduct above reproach.

Officers and Council Members' Oath

I do solemnly promise to serve the Dormitory Council to the best of my ability. I will perform all duties assigned to me and keep in strictest confidence all matters brought before the Council. I will abide by the Constitution and By-Laws of the Council. I will be fair in all my decisions and act without personal prejudice at all times. I will keep my own conduct above reproach and will work for the good of every girl in Residence Halls.